

EDITED KSA LISTING

CLASS: Accounting Officer (Supervisor)

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

--	--

	Knowledge of:
K1	Accounting principles and procedures.
K2	Governmental accounting and budgeting.
K3	The uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations.
K4	Principles of business management, including office methods and procedures.
K5	Principles of public finance.
K6	Business law.
K7	Principles and techniques of personnel management and supervision.
K8	Planning, organizing, and directing the work of others.
K9	The Department's Equal Employment Opportunity Program objectives.
K10	A Manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.

EDITED KSA LISTING

CLASS: Accounting Officer (Supervisor)

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

--	--

	Ability to:
A1	Apply accounting principles and procedures.
A2	Analyze data and draw sound conclusions.
A3	Analyze situations accurately and adopt an effective course of action.
A4	Prepare clear, complete, and concise reports.
A5	Make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget.
A6	Establish and maintain cooperative relations with those contacted in the work.
A7	Communicate effectively.
A8	Plan, organize, and direct the work of others.
A9	Effectively contribute to the department's equal employment opportunity objectives.